

SECRET

25 January 1983

MEMORANDUM FOR: Executive Assistant  
Office of Personnel

FROM:

[REDACTED]  
C/HRPS/OP

SUBJECT: Weekly Activities Report

1. The HRPS secretary [REDACTED] spent three days being trained in the use of our new Wang Processors. (U)

2. A copy of the latest strength/FTE model for the DDS&T was sent to the DDS&T/Personnel Officer, through D/Pers. The model currently projects an end-of-year strength and FTP underage. (S)

3. Yearend strength and FTE projections were prepared for D/Pers use at the January Comptroller's meeting. (U)

4. Work continues in a review of Agency separation trends. The reasons stated for employee separations are being evaluated to identify any trends or problem areas that could lead to corrective actions. (U)

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